



Telecom Industry Services

Collocation Forecast Guide

September 2000

Introduction

Introduction	<p>The purpose of this CLEC Collocation Forecast Guide and attached exhibits is to provide guidelines for the formats and language to be used in exchanges of collocation forecast information between CLECs and Verizon. These guidelines in no way supersede any established or future Interconnection Agreements between Verizon and individual CLECs. These guidelines in no way supercede any regulatory orders or tariff provisions related to collocation.</p> <p>The development of the CLEC Collocation Forecast process is a collaborative initiative between CLECs and Verizon. It is being developed in an effort to improve the network planning process for CLECs and Verizon. In addition to network planning, another goal of the process is to improve the quality and timeliness of industry information regarding space availability in particular Verizon Central Office locations.</p> <p>The design of the Guide is based on the successful New York CLEC Interconnection Trunk Forecast Guide. This recommended process may be modified as appropriate.</p>
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CLEC Collocation Forecast Process

Why are forecasts required?	<p>To ensure adequate infrastructure planning to meet customer service requirements within standard intervals.</p> <p>CLECs and Verizon analyze forecast information in order to:</p> <ul style="list-style-type: none"> • Design optimum network infrastructure. • Prioritize and allocate limited capital funds for future projects. • Allocate expense budgets and human resources.
Impact of unforecasted demand	<p>Unforecasted collocation demand causes:</p> <ul style="list-style-type: none"> • Delays in cage construction. • Delays in meeting power requirements. • Delays in conditioning space in Central Offices. • Reallocation of capital funding for buildings work. • Excessive expense for unplanned construction. • Reprioritizing, rescheduling, or cancellation of planned projects. • Reallocation of human resources.
When will this collocation forecast be provided to Verizon?	<p>On a semi-annual basis, CLECs will be requested to provide Verizon with a two year detailed forecast of its physical and virtual collocation requirements. This should include requirements for new growth, changes from previously provided forecasts and deletions from previously provided forecasts.</p> <p>This forecast must be provided no later than February 1st and August 1st of each year in accordance with the Verizon Telecom Industry Services semi-annual forecast cycle. To the extent that a CLEC has significant modifications to a previously provided forecast, or is a new entrant, out-of-cycle forecasts will always be accepted by Verizon and will be used for planning purposes.</p> <p>To facilitate CLEC collocation forecasts, Verizon's TIS Account Team will send CLECs a forecast request letter along with a floppy diskette which will contain a collocation template.</p>
How information will	CLECs may request meetings with Verizon to discuss the collocation process.

be provided?	Information on available space in Verizon Central Offices will be provided via the TIS web site.
Are there special requirements for virtual collocation?	It is important to identify the type of virtual collocation equipment that will be deployed. This will enable Verizon to plan for any provisioning or training requirements for non-standard equipment. See template instruction #17 and the attached exhibits.
Degree of confidence	The CLEC should strive to provide Verizon with a high degree of accuracy in the timing, location and sizing of collocation projects. Special attention should be paid to the information provided for Year 1, in accordance with a forecasting carrier's current business plan.
Distribution of the official forecast	Forecasts will only be made available to those parties within Verizon with a need to know. For example, Verizon-Telecom Industry Services, Verizon-Network Forecasting and Verizon-Network Provisioning groups will be receiving this forecast information. Individual CLEC forecasts will not be shared with other CLECs or Verizon Retail Marketing organizations.
How should each party provide information to the other regarding an out-of-cycle change in demand that is not forecasted in the current Feb 1 st or Aug 1 st view?	During the time period between forecast cycles, each party will notify the other when they project a significant change in demand that has the potential to impact infrastructure and/or workforce balance. Special attention should be paid to changes in a Year 1 forecast. Notification from CLECs, via E-mail and hard copy, should be directed to the respective Verizon Account Manager and Verizon Collocation Project Manager Examples of changes can include : <ul style="list-style-type: none"> • A new CLEC requirement for physical or virtual collocation. • A change in "Application" or "In Service" month or year • A deletion of previously forecasted demand. • A change in the status of a Verizon Central Office.
What should a CLEC do if there is no change in a forecast provided six months earlier?	The CLEC should always send their most recent forecast to Verizon. If there are no changes, the CLEC should simply re-send the document and provide an affirmative statement that there are no changes to the previously provided forecast. The affirmative statement will eliminate confusion and save time for all parties.
Joint network planning reviews	May be called by either party as required. These meetings will include network operations and/or project management representatives from each party. These reviews may be scheduled to discuss the significant forecast changes cited above.

CLEC Interconnection Collocation Forecast Guide Forecast Template Field Definitions

Header Section (See Exhibits for examples)

1. Company Name:

DEFINITION: This field identifies the Competitive Local Exchange Carrier (CLEC) issuing the collocation forecast.

USAGE: Used by Verizon to identify individual carrier forecasts.

EXAMPLE: ABC Telecom

2. Company Contact Person:

DEFINITION: This field identifies the individual at the CLEC responsible to submit the forecast and act as a contact person for Verizon.

USAGE: This information will be used by Verizon to contact the CLEC if additional information concerning the forecast needs to be communicated.

EXAMPLE: Jane Doe

3. Company Contact Person Telephone Number:

DEFINITION: This field identifies the telephone number of the contact person.

USAGE: This information will be used by Verizon to contact the CLEC if additional information concerning the forecast needs to be communicated.

EXAMPLE: 212-555-1234

4. Verizon Account Manager:

DEFINITION: This field is used to identify the name of the Verizon Account Manager assigned to the CLEC providing the forecast.

USAGE: This information will be used by the CLEC and by Verizon to insure that the forecast is forwarded to the appropriate individual in Verizon.

EXAMPLE: Tom Dreyer

5. Date of This Forecast

DEFINITION: This field is used to identify the date on which the current forecast is being submitted.

USAGE: This information will be used by Verizon to distinguish the current view from previously provided forecast information.

EXAMPLE: August 1, 1999

6. Date of Previous Forecast

DEFINITION: This field is used to identify the most recent CLEC provided forecast date.

USAGE: This information will be used by Verizon to identify Adds, Changes and Deletions to previously forecasted information.

EXAMPLE: August 1, 1998

Collocation Specific Section

7. Request Number:

DEFINITION: This field is used to numerically identify each individual request that appears on the forecast template.

USAGE: This information will be used by Verizon to identify and refer to individual forecast requests.

EXAMPLE: 1, 2, 3 etc.

8. State:

DEFINITION: This field identifies the state for which the forecast is being made.

USAGE: This information will be used by Verizon to sort and to aggregate demand forecast data by state.

EXAMPLE: NY

9. LATA:

DEFINITION: This field identifies the LATA for which the forecast is being made.

USAGE: This information will be used by Verizon to sort and to aggregate demand forecast data by LATA.

EXAMPLE: 132

10. City/County

DEFINITION: This field identifies the city or county for which the forecast is being made.

USAGE: This information will be used by Verizon to sort and to aggregate demand forecast data by city and/or county.

EXAMPLE: Manhattan

11. Central Office CLLI Code

DEFINITION: This field identifies the eight- (8) character CLLI (Common Language Location Identifier) code of the specific central office for which the forecast is being made.

USAGE: This information will be used by Verizon to sort and to aggregate demand forecast data by Verizon central office.

EXAMPLE: NYCMNY42

12. Quantity:

DEFINITION: This field identifies the quantity of offices the CLEC expects to apply for in a specific state, LATA, city or county when the CLEC has not yet determined the specific central offices where they will apply for collocation. If a specific CLLI code is supplied, this field will always be one (1).

USAGE: This information will be used by Verizon to aggregate demand by state, LATA, city/county when the CLEC is unsure of the exact offices that will be applied for.

EXAMPLE: 5

13. Application Month:

DEFINITION: This field identifies the month in which the CLEC plans to submit the application for collocation. The year that the application will be submitted is the forecast year shown at the top of the template, for example "1998". A separate template is required for each forecast year

USAGE: This information will be used by Verizon to sort and aggregate forecast demand data by application month.

EXAMPLE: August 1999

14. Requested In-Service Month

DEFINITION: This field identifies the month in which service is required. Requested In-service month is based upon the appropriate provisioning intervals and/or tariff provisions in specific jurisdictions and is dependent on what type of collocation is being requested.

USAGE: This information will be used by Verizon to sort and aggregate demand forecast data by requested In-Service month. Note: "In Service" month refers to the point in time when the collocation project is completed, turned over to the CLEC and capable of being occupied. For Year 2 an attempt should be made to provide as much detailed information as possible. General information will be accepted for planning purposes.

EXAMPLE: January 1999

15. Type of Collocation (Physical or Virtual)

DEFINITION: This field identifies the type of collocation the CLEC plans to apply for.

USAGE: This information will be used by Verizon plan collocation space.

EXAMPLE: Physical

16. New Arrangement or Augment to Existing

DEFINITION: This field identifies whether the CLEC will be requesting a new collocation arrangement or is planning to augment an existing arrangement. Augments include expansions of existing cages, additional power requirements or additional cabling (DS1, DS3's, SVGAL etc.)

USAGE: This information will be used by Verizon to account for collocation requirements in planning collocation space, power plant growth, etc.

EXAMPLE: Power Augment

17. Floor Space in Sq. Ft. (Physical only)

DEFINITION: This field identifies the amount of square footage that will be requested for new physical collocation requests or expansion requests to existing arrangements. This field is not applicable when requesting virtual collocation.

USAGE: This information will be used by Verizon to plan collocation space.

EXAMPLE: 100 Sq. Ft.

18. Type of Equipment (Virtual Only)

DEFINITION: This field identifies the high level description of the type of equipment the CLEC will request to have installed in the virtual collocation arrangement. This information may also be supplied for physical collocation requests, but is not mandatory.

USAGE: Verizon will use this information for the planning of virtual collocation space requirements

EXAMPLE: OC48, SLC2000

19. Forecast Update Code

DEFINITION: This field categorizes the entry based on previously forecasted information.

USAGE: Verizon will use this information to synchronize new forecast entries with previously provided forecasts and collocation applications.

EXAMPLE: For an "Add" not previously forecasted enter "A"
 For a "Change" to a previous forecast enter "C"
 For a "Delete" to a previous forecast enter "D"